

# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt resolution authorizing the purchase of replacement photocopier for City Hall Administration (\$38,760)

**MEETING DATE:** August 1, 2001

**PREPARED BY:** City Clerk

**RECOMMENDED ACTION:** That the City Council adopt a resolution authorizing the purchase of one Xerox 480 high-volume copier from the Xerox Corporation, using pricing under Los Angeles County's Purchase Agreement with Xerox, for the amount of \$38,760 (\*two year maintenance contract included).

**BACKGROUND INFORMATION:** The present Administration copier, a Xerox Model 5385, was purchased in May 1996 and has since produced over 2.3 million copies. This copier is typically used for duplicating Council and Planning Commission informational packets, agendas, and minutes; Public Works bid specification packets; FPPC Campaign Statements, Conflict of Interest Statements and candidate packets; City Attorney case files; Human Resources recruitment flyers, job specifications, benefit and new-hire packets; and Electric Utility, Fire, Community Center, Finance, Library, and Animal Shelter staff utilize this high-volume copier for various booklets, pamphlets and flyers.

In recent months, down time has greatly increased due to equipment failures, paper jams, damaged originals, and resulting calls for service to repair malfunctions and replace parts. As a result, several of the jobs normally handled by this machine are being taken to outside facilities in order to meet deadline and quality requirements. Xerox no longer trains technicians to repair the 5385, and has discontinued production of replacement parts.

A comparison was made of three leading copier manufacturers: Canon, Ricoh, and Xerox. Canon was unable to meet our high volume requirements. Staff attended demonstrations on Xerox and Ricoh models, and were provided product specifications, cost, and maintenance estimates for models which they recommended. While the Ricoh Aficio 850 was comparable to the Xerox 480 in features, performance, and cost, the Ricoh contains three times more moving parts and was simply too large to fit in our available copy room space.

Through a pricing agreement with the County of Los Angeles, Xerox is able to offer LA County pricing to cities and counties throughout California. The Xerox Model 480 carries a list price of approximately \$58,000. Through the LA County agreement, this model is available at a discount to the City of Lodi for **\$25,318.02** (includes 7.75% tax and a \$3,000 trade-in on the Xerox 5385). The \*maintenance contract is \$560 per month (**\$13,440** for 24 months).

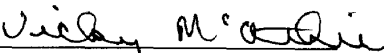
**NOTE:** *This copier request was reviewed by Information Systems staff and approved by IS Manager Stan Helmle.*

APPROVED:

  
H. Dixon Flynn - City Manager

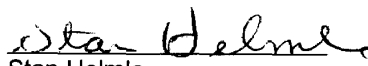
It is therefore recommended that the City Council authorize the purchase of the Xerox 480, under provisions of Lodi Municipal Code Section 3.20.070, using the LA County purchase agreement with Xerox to best meet the interests of the City.


**FUNDING:** Capital Budget: \$38,760

  
Vicky McAthie, Finance Director  
Finance Director

Reviewed by:

Submitted by:

  
Stan Helmle  
Information Systems Manager

  
Susan J. Blackston  
City Clerk

Prepared by Jacqueline L. Taylor  
Deputy City Clerk

RESOLUTION NO. 2001-182

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING  
THE PURCHASE OF ONE XEROX MODEL 480 HIGH-VOLUME  
COPIER FOR ADMINISTRATION

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WHEREAS, Lodi Municipal Code, Section 3.20.070, authorizes dispensing with bids for purchases of supplies, services, or equipment when it is in the best interest of the City to do so; and

WHEREAS, the present Administration copier, a Xerox Model 5385, was purchased from Xerox in May 1996 and has since produced 2.3 million copies; and

WHEREAS, Xerox has discontinued training repair technicians on Model 5385, and plans to stop production of replacement parts, as well as increasing its maintenance program fees on discontinued models to defer costs; and

WHEREAS, a comparison was made of the three leading copier manufacturers, Canon, Ricoh, and Xerox. Canon was unable to meet our high-volume requirements. Staff attended demonstrations on Xerox and Ricoh models. While the Ricoh Aficio 850 was comparable to the Xerox 480 in features, performance, and cost, the Ricoh contains three times more moving parts and was simply too large to fit in the available space in the copy room; and

WHEREAS, through a pricing agreement with the County of Los Angeles, Xerox is able to offer LA County pricing to cities and counties throughout California. The Xerox Model 480 carries a list price of approximately \$58,000. Through the LA County agreement, this model is available at a discount to the City of Lodi for \$25,318.02, which includes 7.75% tax and a \$3,000 trade-in on the Xerox 5385. The Maintenance Contract is \$560.00 per month (\$13,440.00 for 24 months); and

WHEREAS, it is staff's recommendation that the City Council authorize the purchase of the Xerox Model 480 at the total cost of \$38,760.00, which includes the 24-month Maintenance Contract.

NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council hereby approves the purchase of the high-volume Xerox Model 480 copier from Xerox Corporation at the cost of \$38,760.00, which includes the 24-month Maintenance Contract.

Dated: August 1, 2001

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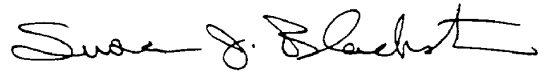
I hereby certify that Resolution No. 2001-182 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 1, 2001, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Pennino and  
Mayor Nakanishi

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

A handwritten signature in black ink, appearing to read "Susan J. Blackston". The signature is fluid and cursive, with a long horizontal stroke at the end.

SUSAN J. BLACKSTON  
City Clerk